

**HORLEY TOWN COUNCIL**  
**ORDINARY MEETING OF THE COUNCIL**

Minutes of an Ordinary Meeting of Horley Town Council held at the Albert Rooms,  
Albert Road, Horley on Tuesday 18 October 2016 at 7.30 pm.

**Present** Cllrs Mike George – Chairman & Town Mayor  
J Baird  
J Baker  
S Banwait  
R Biggs  
D Jackson  
A Kitajewski  
H Kitajewski  
Samantha Marshall  
Simon Marshall  
Valerie Marshall  
R Olliver  
H Randall  
F Stimpson

**In Attendance** A Jones (Town Clerk)  
C Fenton (Deputy Town Clerk)  
One member of the public

**C 4053 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Etheridge, Hudson, Mabbett and Powell be accepted, for reasons as specified in the attendance register.***

Prior to the start of the main business, awards were presented to winners of Horley in Bloom categories, who had not been present at the recent Awards Ceremony.

**C 4054 Disclosable Pecuniary Interests and Non-Pecuniary Interests**

Cllr Mike George declared a non-pecuniary interests in agenda item 28 (recommendations for Town Awards) as the proposed recipient was known to him.

***RESOLVED: noted.***

**C 4055 Public Forum**

No issues were raised.

***RESOLVED: noted.***

**C 4056 Ordinary Meeting of the Council, 30 August 2016**

The minutes of the above meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council

***RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 30 August 2016, including all confidential items, be approved***

**C 4057 Extraordinary Meeting of the Council, 4 October 2016**

The minutes of the above meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council

***RESOLVED: that the minutes of the Extraordinary Meeting of the Council held on 4 October 2016, including all confidential items, be approved***

**C 4058 Leisure & Amenities Committee, 6 September 2016**

***RESOLVED: that the unapproved minutes of the above meeting of the Leisure and Amenities Committee, including all confidential items, be received***

**C 4059 Finance & General Purposes Committee, 27 September 2016**

***RESOLVED: that the unapproved minutes of the above meeting of the Finance and General Purposes Committee, including all confidential items, be received.***

**C 4060 Planning & Development Committee, 13 September 2016**

***RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.***

**C 4061 Horley Town Council Members' Allowance Scheme**

The Clerk reported that he and the Chairman would be meeting with representatives of the Independent Remuneration Panel in early November.

***RESOLVED: noted.***

**C 4062 Chairman's Report**

The Chairman reported that he had attended the following:

**C 4062)** South & South East in Bloom Awards Ceremony (accompanied by Deputy Clerk)  
Opening of Ben's Place in Merstham (drop-in facility for ex and serving military personnel)  
Wykeham House, 18<sup>th</sup> birthday celebrations (accompanied by Cllr Olliver)  
Horley in Bloom Awards Evening  
Horley Vimy Twinning Association 25<sup>th</sup> Anniversary Dinner (Cllr & Mrs Olliver also attended)  
Manorfield School – Presentation of HIB Photography Award

**RESOLVED: noted.**

**C 4063 Reports from County Councillors**

Receipt was noted of the Surrey County Council Leader's Statement, which had been forwarded on behalf of Cllr Kay Hammond.

**RESOLVED: noted.**

**C 4064 Surrey Police**

The Clerk advised that Insp Angie Austin had been re-assigned as the Borough Commander for Surrey. Full CCTV reports were now received every month for Horley Recreation Ground. It was noted that the invitation to David Munro, Police and Crime Commissioner for Surrey, to attend a future meeting was still outstanding

**RESOLVED: noted.**

**C 4065 Reigate & Banstead and Horley Town Council Liaison Committee**

It was noted that the next meeting of the Committee was to be held on 8 November. An update would be given at the December Full Council meeting.

**RESOLVED: noted.**

**C 4066 Proposals for Possible Café at Horley Recreation Ground**

It was noted that the questionnaire seeking views on the café proposals and other aspects of usage of the park was being finalised and would be available via the Town Council website, social media and hard copy, with responses required by the end of November.

**RESOLVED: noted.**

**C 4067 Council Tax Referendum Proposals**

Members considered the Local Government Finance Settlement Technical Consultation, to which a response was required by 28 October 2016.

**RESOLVED: that the Chairman of the Finance & General Purposes Committee draft a response, for circulation to members prior to submission, to be ratified at the December Full Council meeting. (A copy is appended.)**

**Horley Edmonds Community Fund**

**C 4068** The Clerk advised that the Foundation's Deputy Director, Laura Thurlow was unwell and would now be giving a presentation to members at a future meeting instead.

**RESOLVED: noted.**

**C 4069** **RESOLVED: that receipt be noted of the Quarter 2 Fund Statement. (A copy of the Statement is appended.)**

**C 4070** **RESOLVED: that the request to re-allocate the grant awarded to the Strawson Hall rebuilding project, from internal to external building works, be approved.**

**C 4071** The Clerk updated members on information received regarding Strawson Hall Fundraising. A further £20,000 was still required to enable building work to commence. Furthermore, Surrey County Council was still charging rent on the vacant site.

**RESOLVED: that Surrey County Council be encouraged to offer a "rental holiday" until building work commences.**

**C 4072** The Deputy Clerk advised that the Foundation's Grants Manager was seeking an update regarding the Archway Theatre Cinema Project, to which a grant had previously been awarded by this Council.

**RESOLVED: noted.**

**Annual Audit for the Year Ending 31 March 2016**

**C 4073** The Clerk advised that the Annual Audit had been completed and was unqualified.

**RESOLVED: noted.**

**C 4074** **RESOLVED: that the External Auditor's Certificate and Opinion (Section 3 of the Annual Return) be received.**

**C 4075**      ***RESOLVED: that the completed Annual Return be approved. (A copy is appended.)***

**C 4076**      The Clerk further advised that there were no Issues Arising requiring any action by this Council.

***RESOLVED: noted.***

**C 4077**      **Recommendation for Town Award**

The Clerk reported that he had received a written nomination, correctly proposed and seconded by local residents, for a Town Award for a local resident, for outstanding voluntary work at St Bart's Churchyard. Members fully supported the application.

***RESOLVED: that the nominee be invited to receive the Town Award.***

**C 4078**      **Horley Grounds Maintenance Service Level Agreement - Church Meadows and Town Centre Flower Displays**

The Clerk informed members that a draft Agreement for the Borough Council's annual contribution towards the upkeep of Church Meadows and provision of Town Centre floral displays had been received. A few further details needed to be finalised before the Agreement could be approved.

***RESOLVED: noted.***

**C 4079**      **Closure of Old Churchyard at St Bart's Church**

The Clerk advised that an application was being made to the Ministry of Justice to close the Old Churchyard at St Bart's Church. If approved, then maintenance of the Old Churchyard would transfer to the relevant local authority, which would in the first instance be the Town Council. The Town Council would be able to pass on the responsibility to Reigate & Banstead Borough Council, within the statutory three month period.

***RESOLVED:***

- i) that the Town Council raise no objection to the closure of the Old Churchyard at St Bart's Church.***
- ii) that the Town Council advise St Bart's Church that it intends to pass on the responsibility to Reigate & Banstead Borough Council within the statutory three month period.***

**C 4080**      **Ornamental Poppies in Memorial Gardens**

Members were informed that these were to be installed in early November, in readiness for the Remembrance Services.

***RESOLVED: noted.***

**C 4081 High Street Car Park**

Members discussed the Borough Council's proposals to lease sixty out of eighty five spaces in the High Street car park to Uber Taxis. It was noted that an alternative area of the car park had been suggested for use by the Saturday Market traders, however the traders felt that this would present serious health & safety implications for visitors to the market, due to the close proximity of passing traffic. The Clerk added that the possibility had been raised that the Market might move to a different car park, or alternatively to the Pedestrian Precinct, something which the traders had previously rejected. Cllr Baker stressed that the entire car park was used for community events several times a year and expressed his outrage that none of the groups had been consulted by the Borough Council. Other members added that there had equally been no consultation with the Town Council about the proposals, before the agreement with Uber Taxis had been reached. The Clerk added that Gavin Handford at the Borough Council had suggested that there might be some flexibility regarding the availability of the car park for community events. It was also understood that trade in Horley was to be protected for local taxi firms.

***RESOLVED: that all points raised by members be discussed in full at the Liaison Meeting on 8 November.***

**C 4082 Diary Dates**

Members were reminded that the tour of Gatwick Airport was to take place on 27 October and Remembrance Services from 9 – 13 November.

***RESOLVED: noted***

**C 4083 Urgent Business for Inclusion on Future Agenda**

***RESOLVED: that Horley County Councillors be requested to provide an update on future education capacity in Horley at the December Full Council Meeting, under the Reports from County Councillors item***

**Meeting closed at 8.31 pm**

**Date of next meeting: 13 December 2016**

## Response to Consultation: Proposals for the local government finance settlement for 2017/18

**Question 4: Do you agree that referendum principles should be extended to larger, higher-spending town and parish councils in 2017/18 as set out in paragraphs 3.3.3 to 3.3.4?**

Horley Town Council does NOT agree (reasons as per response to Question 7 below)

**Question 5: Do you agree with the proposed approach to take account of the transfer of responsibilities to town and parish councils as outlined in paragraph 3.3.5?**

Horley Town Council does agree with the approach as described.

**Question 6: Do you have any comments on the suggestion that referendum principles may be extended to all local precepting authorities as set out in paragraph 3.3.6? If so what level of principle should be set?**

Horley Town Council does NOT agree that referendum principles should be extended as described.

**Question 7: Do you have views on the practical implications of a possible extension of referendum principles to all local precepting authorities as set out in paragraph 3.3.7?**

Town and parish councils are proactive in engaging with their communities to assess residents' needs and should be able to future proof their localities, to ensure that residents' needs continue to be met despite cuts to services from County and Borough councils (itself due to the reduction in government grants). Town and parish councils should be able to take full advantage of the additional remit and responsibilities that localism has given to communities; they must be in a position to respond to these needs, and to be in a strong financial position so they can respond proactively, positively and quickly to any changes to Borough or County Council services. This would be in order to achieve good outcomes for our residents in the future where traditionally-provided services are changing or being reduced.

Horley Town Council feels that our residents should not have to experience unacceptably low levels of service. Should volunteers be unable to complete tasks themselves (for example through lack of specialist volunteers or health and safety concerns), the Town Council would need to procure and pay for outside contractors to maintain essential services. To extend the referendum principles to town and parish councils would severely impact on their ability to fund services.

An extension of the referendum principles to all councils would effectively act as a cap on the Budget, and would limit the ability of town and parish councils to meet the increasing requirements as described.

In conclusion Horley Town Council does not agree with any extension of the referendum principles to all councils as it could effectively act as a cap on this council's future budget proposals, and would limit the ability of town and parish councils to meet the increasing requirements as described above.

**Horley Town Council**  
**27 October 2016**

**Report for the Period:** 01 April 2016 to 30 September 2016

**Horley Edmonds Endowment Fund**

	Receipts	Payments	
<b>Market Value of fund at 31 March 2016</b>			<b>£108,420.93</b>
<b>Total Fund at 30 September 2016</b>			<b>£108,420.93</b>

**Horley Edmonds Fund**

	Receipts	Payments	
<b>Opening Balance at 01 April 2016</b>			<b>£1,995.92</b>
Dividend receipts and cash distributions from Endowment Fund	£2,168.41		
Contribution to Community Foundation		£813.16	
Grant Payments		£1,000.00	
Grant Payment Returns*	£241.25		
<b>TOTAL</b>	<b>£2,409.66</b>	<b>£1,813.16</b>	
<b>Balance available for grant making at 30 September 2016</b>			<b>£2,592.42</b>

**Statement of Grants Given**

**01 April 2016 to 30 September 2016**

<b>Date</b>	<b>Applicant</b>	<b>Amount</b>	<b>Note</b>
18/04/2016	Guildford Shakespeare Company	£500.00	Provision of interactive sessions on GCSE Shakespeare text for schools which have an above average number of students eligible for free school meals and fewer than the average of students achieving 5 A-C GCSEs (including Maths and English).
02/09/2016	The Lucy Rayner Foundation	£500.00	Workshops about mental health resilience for young people delivered in schools

**2 grants given to the value of £1,000.00**

**\*Grant Payment Returns:**

£1,000 was awarded to the Delta Club in 2015 to support the costs of specialised transport to enable disabled members to meet together. In May 2016, £241.25 was returned by the Club and credited back into the Horley Edmonds Fund, representing unspent monies from the grant – due to the Club closing down.



## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

HORLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		Yes means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	
		✓	

This annual governance statement is approved by this smaller authority and recorded as minute reference:

C 3992  
dated 17/05/16

Signed by:



Chair

dated

Signed by:

Clerk

dated

  
17/5/16  
  
17/05/16

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

## Section 2 – Accounting statements 2015/16 for

Enter name of  
smaller authority here:

HORLEY TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	193,093	244,516	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	293,543	302,780	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	169,866	169,456	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	181,809	155,839	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	34,263	34,263	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	195,914	207,089	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	244,516	319,561	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	278,472	326,187	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	1,746,428	1,765,224	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	323,403	303,546	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>✓</td> </tr> </table>	Yes	No		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	✓						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

*R. Long*

17.5.16

I confirm that these accounting statements were approved by this smaller authority on this date:

17/05/2016

and recorded as minute reference:

C3993

Signed by Chair of the meeting approving these accounting statements.

Date

17/5/16

# Section 3 – External auditor certificate and report

## 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of smaller authority here:

HORLEY TOWN COUNCIL

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

~~(Except for the matters reported below)~~\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. ~~(\*delete as appropriate).~~

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

BDO LLP

External auditor name

BDO LLP Southamton

Date

27/9/16

Note: The NAO issued guidance applicable to external auditors work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

# Annual internal audit report 2015/16 to

Enter name of smaller authority here:

**HORLEY TOWN COUNCIL**

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.


Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit : **PAUL HARTLEY**

Signature of person who carried out the internal audit  Date **26/04/2016**

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).